CURRICULUM VITAE

MOHSIN AHMED FAROOQUI

E-Mail:shyanahmed041@gmail.com

House No: 04 Street No: 01 Moinabad Model Colony Karachi

Cell no: 0310-2081067

OBJECTIVE

To seek a noble and dignified career in an organization that offers opportunity for professional growth and utilizes my potential and knowledge in the development and growth of the organization.

STRENGTHS

Team player, quick learner, motivated and very adaptive to new places, cultures & challenges.

ACADEMIC QUALIFICATION

- ***Matriculation (Science)***
  From Board of Secondary Education, Karachi.

WORK EXPERIENCE

Israr traders import and export and clearing forwarding shipping company.

Since last 6, years' Experience as an Admin/Import Assistant.

Responsibilities include:

- Import document handling & dealing All Multinationals / Industrial Airline, Consigner & Import Company.
- Reviews paperwork and documents to ensure import, handling, storage charges, and customs fees are billed correctly.
- Representing customers in customs clearance process.
- Issuing customs documents, keeping records of relevant documents.
- Calculating the import ***duties*** and taxes.
- Carries out duties such as filing, typing, copying, binding, scanning etc.
- Handling incoming, outgoing calls, correspondence and filling.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Provides administrative support to ensure efficient operation of office.
- Solve problem all issues in Company.

Premier services International.

Since last **5**, years' Experience as an **Import/Field Assistant**.

- Import document handling & dealing All Airline, Consigner & Import Company
- Reviews paperwork and documents to ensure import, handling, storage charges, and customs fees are billed correctly.
- Representing customers in customs clearance process.
- Issuing customs documents, keeping records of relevant documents.
- Outdoor Indoor work.

COMPUTER KNOWLEDGE

- Windows Installation
- Internet
- Hardware & Software Installation
- Office Automation

PERSONAL SKILLS

- Excellent verbal and written communication skills.
- Organizational Documents Database Management Skills
- Knowledge of Import regulations and policies.
- Excellent organizational skills and attention to detail.

PERSONAL INFORMATION

Father Name	*:*	*Mushtaq Ahmed Farooqui (Late)*
Date of Birth	*:*	*21th July 1982*
Nationality	*:*	*Pakistani*
C.N.I.C No.	*:*	*42501-5475422-1*
Marital Status	*:*	*Married*

REFERENCE WILL BE FURNISHED UPON REQUEST